SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

Name of Faculty Member: **JOY S. ESPINOSA**

Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Head/Dean (50%)		4.58	
b. Students		4.17	
TOTAL for Instruction	80%	4.38	3.50
2. Research	0%	0.00	0.00
3. Extension	0%	0.00	0.00
4. Support Operations	0%	0.00	0.00
5 Administration	20%	5.00	1.00
TOTAL	100%		4.50

EQUIVALENT NUMERICAL RATING: 4.50
Add: Additional Points, if any:
TOTAL NUMERICAL RATING: **4.50**

ADJECTIVAL RATING: **Very Satisfactory**

Prepared by: Reviewed by:

JOY S. ESPINOSA   **MAGDALENE C. UNAJAN**
Name of Faculty   Department Head

Recommending Approval:

JANNET C. BENCURE
College Dean

Approved by:

BEATRIZ S. BELONIAS
Vice President for Instruction

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, JOY S. ESPINOSA, a faculty member of the DEPARTMENT OF COMPUTER SCIENCE AND TECHNOLOGY commit to the delivery and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period August - December, 2023.

Approved:

JOY S. ESPINOSA
Instructor I
Date: 01/08/2024

MAGDALENE C. UNAJAN
Department Head
Date: 01/10/2024

JANNET C. BENCURE
College Dean
Date: 1/15/24

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Quality	Eficiency	Timeliness	Average	REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
UMFO 1. ADVANCED EDUCATION SERVICES										
UMFO 2 HIGHER EDUCATION SERVICES										
OVPI UMFO 3. Higher Education Management Services										
	PI 5: Total FTE, coordinated, implemented and monitored *	A9. Actual Faculty's FTE	Teaches subjects/courses assigned	34	40.25	4	4	4	4.00	ITec11, CSci 123, Empotech
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	10	10	5	5	4	4.67	ITec11(8), CSci 123(1), Empotech(1)
		A 11. Number of INC forms with grade submitted within prescribed period	Facilitates students in their completion of the subject and submits completion forms with grade within prescribed period	1	1	5	5	5	5.00	Dave A. Bragas
		A12. Number of trainings attended related to instruction	Attends mandated trainings	4	4	4	5	5	4.67	ORAN, ISO AWARENESS, LINKUP DAY WITH FULLSCALE, COMPUTER VISION APPLICATION

	A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	6	6	4	5	5	4.67	ITec11(2), CSci 123(2), Empotech(2)
	A14. Number of quizzes administered and checked	Prepares and checks lesson assessments	22	22	4	3	4	3.67	ITec11(5), CSci 123(8), Empotech(9)
	A15. Number of lab reports and term papers checked and graded	Checks lab reports submitted as required	18	18	4	5	5	4.67	ITec11(1), CSci 123(8), Empotech(9)
PI 8: Number of students advised: *	A16. Number of students advised:	Acts as academic adviser to BSCS students	33	33	3	4	4	3.67	BSCS Students
	A17. Number of students advised on thesis/ field practice/special problem:	Advises and corrects thesis proposal	5	5	5	5	5	5.00	Member of SRC
	A18. Number of students entertained for consultation purposes	Allots time to students seeking for consultation or advise.	11	11	5	4	5	4.67	Cris Anthony Lorejas,Carl Michael Codog, Francis Ian Abundo, Frances Gwyneth Abilar, Cristylyn Mae Salas, Mary Miaga, Kyla Borci, Jay Angelo Cadiz Abatol, Ellianah Caindoy, Mellie Francisca Candaza, Florencio Baloro
PI 9: Number of student organizations advised/ assisted *	A19. Number of Student organizations advised	Advises student organization recognized by USOO							
	A20. Number of Student organizations assisted on student related activities	Assists student organization in implementing student related activities							
PI 10: Number of instructional materials developed *	A 21 : Number of on-line courseware developed and submitted :	Prepares and submits for review by the Technical Review Panel	3	3	4	4	3	3.67	ITec11(1), CSci 123(1), Empotech(1)
	On-line ready courseware	*Prepares instructional*							

				Target	Accomplishment	Q	E	T	Average	Remarks
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	27	27	4	5	5	4.67	ITec11(12), CSci 123(6), Empotech(9)
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	46	46	5	5	5	5.00	ITec11(8), CSci 123(18), Empotech(20)
		A 23 : Number of on-line course ware reviewed by TRP & edited by MMDC editor	Submits the courseware duly reviewed by TRP for editing by MMDC editor	1	1	5	5	5	5.00	CSci 123
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom							
UMFO 3. RESEARCH SERVICES										
UMFO 4. EXTENSION SERVICES										
UMFO 5 SUPPORT TO OPERATIONS										
OVPI MFO 4. Program and Institutional Accreditation Services										
UMFO 6. General Admin. & Support Services (GASS)										
PI 2. Zero percent complaint from clients served	A 46. Customerly friendly frontline services	Provides customer friendly frontline services to clients		Zero % complaint	5	5	5	5.00	No complaint	
PI 3: Additional Outputs	A 47. Number of /new initiatives introduced resulting to best practice replicated/benchmarked by other depts/agencies *	Initiates/introduces improvements in performfing functions resulting to best practice								
	A 48.Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to implement new normal								
Total Over-all Rating									68.00	
Average Rating									4.53	
Adjectival Rating									"O"	

Average Rating (Total		4.53
Additional Points:		
Punctuality		
Approved Additional		
FINAL RATING		4.53
ADJECTIVAL RATING	"Outstanding"	

Evaluated & Rated by:

MAGDALENE C UNAJAN
Department Head

Date: 01/10/2024

Recommending Approval

JANNET C. BENCURE
Dean, CET

Date: 1/15/24

Comments & Recommendations for Development Purpose: She
shows great potential. She is highly advised to finish up her Masters Degree for her
career development.

Approved by:

BEATRIZ S. BELONIAS
Vice President for Instruction

Date: 01/16/24

Exhibit I

PERFORMANCE MONITORING FORM

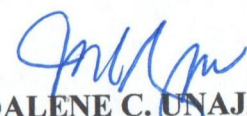Name of Employee: **JOY S. ESPINOSA**

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date accomplished	Quality of Output*	Over-all assessment of output**	Remarks/ Recommen- dation
1	Teaches assigned subjects and performs other teaching related functions such as: prepares and revises teaching materials, prepares and gives examinations, checks test papers and returns to students one week after, submits grade sheets within prescribed period, makes him/herself available for student consultations during consultation hours, revises course syllabi, and approves manuscripts.	Very Satisfactory	July 2023	December 2023	December 2023	Very Impressive	Outstanding	Keep track of student records and feedback them as needed.
2	Attends meetings and performs functions as member of different	Very Satisfactory	January 2022	June 2022	January – June 2022	Impressive	Very Satisfactory	Should always attend or be a representative

	committees of the department							
3	Performs other functions	Very Satisfactory	January 2022	June 2022	January – June 2022	Impressive	Very Satisfactory	Go beyond what is expected to be delivered.

* Either very impressive, impressive, needs improvement, poor, very poor
** Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:

MAGDALENE C. UNAJAN
Unit Head

Exhibit L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: JOY S. ESPINOSA
Performance Rating: Outstanding

Aim: Encourage her to write and publish a research paper.

Proposed Interventions to Improve Performance:

Date: July 2023   Target Date: December 2023

First Step:
Send her to training/seminar/workshop for writing research papers.

Result:
Attendance in research paper writing and publication.
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Date: Throughout the school year   Target Date: December 2023

Next Step:
Advise her to draft her research paper.

- Outcome: Draft of a research paper for publication.

- Final Step/Recommendation:

- Instruct her to submit the finalize the research paper and submit to an indexed journal.

- Prepared by:

     MAGDALENE C. UNAJAN
              Unit Head

Conforme:

JOY S. ESPINOSA
Name of Ratee Faculty/Staff